

# **FIRE SERVICE ORGANIZATION RATE BOOK**



**IDAHO  
DEPARTMENT OF  
LANDS**

**2005**

## TABLE OF CONTENTS

INTRODUCTION .....	1
PERSONAL PROTECTIVE EQUIPMENT FOR ENGINES AND TENDERS .....	2
ENGINES.....	2
CLASSIFICATION FOR ENGINES .....	4
GUIDE FOR APPARATUS CLASSIFICATION.....	5
WATER TENDERS (WT) .....	7
WATER TRUCKS (WTR).....	8
WATER TENDER AND WATER TRUCK CLASSIFICATION .....	8
PORTABLE PUMPS .....	10
FEDERAL EXCESS APPARATUS INFORMATION.....	10
VEHICLE AND EQUIPMENT RATES .....	11
EMERGENCY EQUIPMENT RENTAL AGREEMENT.....	12
SUPPLEMENTAL TERMS AND CONDITIONS TO EMERGENCY EQUIPMENT RENTAL AGREEMENT.....	13
EMERGENCY EQUIPMENT SHIFT TICKET .....	15
EMERGENCY EQUIPMENT USE INVOICE .....	16
PAY PLAN FOR EMERGENCY WORKERS.....	17
JOB DESCRIPTIONS .....	20
EMERGENCY FIREFIGHTER PROCEDURES .....	22
INCIDENT CHECKLIST .....	23
MEMO TO FSOs AND AD EMPLOYEES.....	26
IDAHO DEPARTMENT OF LANDS FIRE DISTRICT PERSONNEL .....	27

# INTRODUCTION

The Idaho Department of Lands (IDL) Fire Service Organization Rate Book is the required procedure for signing up and paying city, county, and rural fire departments throughout the state of Idaho.

The procedures shown are designed to use on incidents at the district and project level. It is IDL's responsibility to be the single hiring point for equipment and personnel obtained from Fire Service Organizations (FSO) for all dispatches outside their jurisdictional responsibility. The only exception is local initial attack as described in the mutual assistance agreement. If you have questions, contact a local IDL representative listed in this book.

If a Fire Service Organization shares a joint operational area or has common jurisdictional fire responsibilities with IDL, a Memorandum of Understanding (MOU) is the formal agreement that should be used to delineate responsibilities and specify payment within the scope of those local operations.

It is the responsibility of the local IDL Fire Warden to complete an MOU with Fire Service Organizations within the protection area. It is the policy not to sign up resources for out-of-district response unless an MOU is in place.

An operational period is the period of time scheduled for execution of a set of fire suppression actions as specified in the Incident Action Plan. For assignments not included in an Incident Action Plan, it is the period of time necessary to carry out the work assignment for the period. There are two operational periods in a calendar day which may not be equal in duration.

Hiring packets are available through IDL area offices. Agencies using equipment from Fire Services Organizations are responsible for equipment and personnel timekeeping at the incident and for preparing the Emergency Equipment Use Invoice, OF-286. **All original payment documents, both personnel and equipment, for Fire Service Organizations shall be submitted to the appropriate IDL area office for payment.**

When five or more engines are dispatched to an incident, IDL will furnish, upon request, a Fire Service Organization Advisor (FSOA) to make sure the departments are signed up and made aware of their responsibilities. Incident management teams are responsible for keeping time on city, county, and rural fire departments in the same manner as if they were a private contractor. **However, all original payment packages are to be sent home with the FSO for IDL to audit and issue payment.**

The role of the FSOA is to ensure Emergency Equipment Rental Agreements, OF-294, are valid and the FSOs are familiar with the Incident Management Team's (IMT) procedures i.e.: timekeeping, caterers, showers, re-supply, etc.

## PERSONAL PROTECTIVE EQUIPMENT FOR ENGINES AND TENDERS

1. Boots: All leather, lace-up type, minimum 8 inches high with lug-type sole in good condition (steel toe boots are unacceptable).
2. Hard Hat: Plastic, Class B, ANSI Z89.1, 1986, OSHA approved, with chin strap. Note: Hard hat meeting NFPA Standard 1977, 2003 Edition, is required.
3. Gloves: One pair of heavy-duty leather per person.
4. Eye Protection: One pair per person (meets standards ANSI 287, latest edition).
5. Head Lamp: One lamp per person with batteries and attachment for hard hat.
6. Canteen: One quart size, two per person required, four per person recommended (filled prior to arrival at incident).
7. Fire Shelter: One serviceable shelter per person.
8. Flame Resistant Clothing: Shirt and trousers for routine fireline duties, flame resistant clothing must:
  - a. Self-extinguish upon removal from heat source.
  - b. Act as an effective thermal barrier by minimizing conductive heat transfer.
  - c. Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
  - d. Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (nomex), or other similar fabric.
9. Turn-out Gear (structural engines only).

## ENGINES

The following information applies to both structural and wildland engines.

### **Training Requirements:**

Satisfactorily complete an approved physical fitness test or physical agility test that is in compliance with NFPA Standard 1001 or 1500.

Basic Wildland Firefighter (S-130), Standards for Survival (PMS 416-2), and Introduction to Fire Behavior (S-190) **or**; Introduction to Wildland Fire Suppression for Rural Fire Departments (PMS-415) **or** equivalent. It is recommended that an Engine Boss have Fire Operations in the Urban Interface (S-215) and be qualified as a Single Resource Boss-Engine.

Structural engine personnel shall have thirty (30) hours of Essentials of Firefighting.

In addition, structural engine personnel shall have attended Firefighter 1 (NFPA Standard 1001) or equivalent, or be certified by the chief, or their fire department, as being able to perform at the Firefighter 1 level.

**Tank Baffling:**

The water tanks must be equipped with partitions that reduce the shifting of the water load. Engines shall have the water tank baffled in a manner that conforms to the NFPA Standards for Mobile Water Supply Apparatus, or the American Society of Mechanical Engineers standards or other industry-accepted engineering standards.

**Time of Hire:**

At the time of hire, the FSO shall provide a complete inventory of the firefighting accessories on the vehicle. A copy of the inventory shall be provided to the inspector and the procurement unit each time the vehicle is hired or re-assigned to an incident.

**Classifying:**

When classifying engines, all of the requirements for both equipment and personnel must be met to be acceptable and must be certified (by signing the Emergency Equipment Rental Agreement, OF-294), by the FSO Fire Chief or his/her designee stating that both meet the minimum requirements. Equipment lacking this certification shall not be signed up. It shall be the FSO's responsibility to provide the certification/agreement prior to dispatch.

**Foam Units:**

Any engine with the following type of foam capabilities shall be paid additional compensation. The government shall provide the foam, or make reimbursement when provided by the Fire Service Organization.

1. Compressed Air Foam System (CAFS) – Plumbed into the system, increase the rate by 10 percent of the specified unoperated rate.
2. Metering Systems (Automatic Regulating Proportioning System) – Systematic metering units, increase the rate by 5 percent of the specified unoperated rate.
3. Any other foam capabilities, such as eductor units which siphon foam into the hose system, or when the foam is dumped directly into the tank, will not receive any additional compensation.

**Standard Method of Hire**

Fully operated, daily rate

## **Classification for Engines**

MINIMUM STANDARDS: The following guide is to aid in the classification of engines. When typing equipment, all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

COMPONENTS	<u>ENGINE CLASSIFICATIONS</u> MINIMUM STANDARDS FOR TYPE						
	1*	2*	3	4	5	6	7
Pump Capacity (GPM at PSI)	1000 150	500 150	250 150	50 100	50 100	50 100	10 100
Tank Capacity	400+	400+	500 +	750 +	400	150	50
Hose, 2 ½" (feet)	1200	1000	--	--	--	--	--
Hose, 1 ½" (feet)	400	500	500	300	300	300	--
Hose, 1" (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	**48'	**48'	--	--	--	--	--
Master Stream (GPM)	500	--	--	--	--	--	--
Personnel (minimum number)	4	3	3	3	3	3	3

\*Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA 1901.

\*\*This includes 24' extension ladder, 14' roof ladder and 10' attic ladder for a total of 48'.

### **ADDITIONAL REQUIREMENTS FOR ENGINES**

1. When fully loaded (including operators and accessory equipment) the vehicle will conform to manufacturer's gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limits, whichever is less. This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating. Preseason sign up will require the unit to be fully loaded, with the FSO providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight.
2. Vehicles shall be configured in a manner that vehicle center of gravity is within the design limits of the equipment.
3. At the time of hire, the FSO shall provide a complete inventory of the firefighting complements on the vehicle. A copy of the inventory shall be provided to the inspector and the procurement unit each time the vehicle is hired or reassigned to an incident.

**Listed below is the minimum required engine inventory:**

- 2 each – Nozzles, combination fog/straight stream, 1" National Pipe Straight Hose (NPSH) female
- 2 each – Nozzles, combination fog/straight stream, 1 1/2" National Hose (NH) female
- 20 feet – Suction hose with strainer or screened foot valve
- 2 each – Shovels, size 0
- 2 each – Pulaskis
- 1 each – Spanner wrench, combination 1" – 1 1/2"
- 2 each – Gated wyes, 1 1/2", NH threads
- 4 each – Reducers, 1 1/2" NH female to 1", NPSH male
- 2 each – Adapters 1 1/2" NH female to 1 1/2" NPSH male
- 2 each – Adapters 1 1/2" NPSH female to 1 1/2" NH male
- 2 each – Increasers 1" NPSH female to 1 1/2" NH male
- 2 each – Adapters, 1/4 turn to 1" NPSH (1 female/1 male)
- 1 each – Double male 1" NPSH threads
- 1 each – Double female 1" NPSH threads
- 1 each – Double male 1 1/2" NH threads
- 1 each – Double female 1 1/2" NH threads
- 1 each – Fire hose clamp
- 1 each – 5 gallon container for drinking water
- 1 each – First Aid Kit (5 person)
- 1 each – Set of 3 reflectors
- 1 each – Fire extinguisher (5 BC or better)
- 1 each – Set of wheel chocks (meets industry standards)
- 1 each – Pump for water fill or have drafting capability
- 5 gallons (minimum), fuel to operate pump and engine for 12 hours
- 2 each – adapters, 1/4 turn to 1 1/2" NH (1 female/1 male)
- 300 feet – 3/4" synthetic hose – 50 foot sections
- 1 each – reducer, 1" NPSH to 3/4" GH
- 2 each – adjustable nozzles, 3/4"
- 1 each – mop up wand, 3/4" receptor for hose
- 1 gated wye, 3/4"
- 5 each – inline ball valves, 3/4"

**GUIDE FOR APPARATUS CLASSIFICATION  
NFPA MINIMUM STANDARDS FOR  
STRUCTURE FIRE APPARATUS**

**Purpose:** This guide was developed to aid those not familiar with structural fire apparatus, but who have a need to access the capabilities and minimum equipment standards required of this apparatus to function within a particular ICS type (for dispatch and payment purposes).

**Standards for Structural Fire Apparatus:** The following is a list of equipment deemed necessary for structural apparatus to operate safely and efficiently on the fire ground. This list, while not complete, is taken from NFPA Standards 1901, 1903, and 1904, 2003 Editions. Type 1 and 2 Engines would all be expected to follow these requirements and to include this

equipment when in the structure firefighting mode. These NFPA Standards should be consulted if additional information or equipment listing is needed.

### **Universal Requirements:**

- All hose and appliance thread must be National Standard, not iron pipe or others.
- Adapters are acceptable and may be provided.
- A red flashing light, or lights visible through 360 degrees in a horizontal plane, shall be installed. In addition, a pair of flashing, oscillating, or rotating warning lights shall be affixed on the front of the vehicle facing forward and below the windshield level with another pair affixed at the rear of the vehicle facing to the rear. An intersection light shall be affixed between the front wheel and the front of the vehicle on each side.
- Two universally mounted sealed beam rear lights shall be provided.
- Audible warning equipment in the form of one automotive horn and one electric or electronic siren shall be provided.
- The ignition key, if any, shall not be removable.

### **NFPA 1901, 2003 Edition – Additional Standards for Type 1 and 2 Engines**

- Axes, 1 each, pick head and flat head, 6lb.
- Ladders, 1 each, 14 ft. roof (folding hooks) and 24 ft. 2-section extension.
- Suction hose, minimum of 15 ft.
- Pike pole or plaster hook, 1 each, 6 ft; and 1 each, 8 or 10 ft.
- Hand lights, portable, 2 each.
- Fire extinguisher, portable, 2 each, 80 BC Dry Chem. Or 10 BC CO2.
- Fire extinguisher, 1 each, 2 ½ gal. water.
- One double female swivel connection with pump intake threads on one end and one or more 2 ½" female connections with National Standard hose thread on the other.
- SCBA, 1 each for each firefighter; 30 minute positive pressure, NFPA 1981 compliant. (Type I and II structural engines only)
- SCBA spare cylinders, 1 each for each SCBA carried, for SCBA type used. (Type I and II structural engines only)
- First Aid Kit, 1 each, 24 unit
- Combination fog nozzles, 2 each, 200 GPM minimum; 2 each, 95 GPM minimum
- Double male, 2 each and double female, 2 each (sized to fit hose used).
- Double-gated reducing wye, 1 each (sized to fit hose used).
- Hydrant wrench, 2 each, combination spanner wrench, 4 each
- Two wheel chocks (meets industry standards)
- Rubber mallet, 1 each, suitable for loosening suction hose connections

### **NFPA 1904 – Standards for Truck, Structural – Aerial Ladder or Platform Device**

[Refer to NFPA Standard 1904, 2003 Edition for specifics]



## **WATER TENDERS (WT)**

For purpose of clarification, the water tender (WT) is intended for use in the following tactical operations; in support of urban interface when structures are involved, for use on the fire line, or in direct support of fire suppression activities.

Personal Protective Equipment as required by NFPA 1901.

### **Training Requirements**

- Satisfactorily complete an approved physical fitness test, or physical agility test that is in compliance with NFPA Standard 1001 or 1500.
- Basic Wildland Firefighter, S-130 or equivalent. In addition, water tender personnel shall have attended Firefighter 1 (NFPA Standard 1001) or equivalent, **or** be certified by the chief or their fire department as being able to perform at the Firefighter 1 level.
- Standards for Survival (PMS 416-2) or equivalent.

### **Foam Units**

If a water tender is ordered with the following type foam capabilities it shall be paid additional compensation. The government shall provide the foam or make reimbursement when provided by the Fire Service Organization.

- Compressed Air Foam System (CAFS) – Plumbed into the system, increase the rate by 10% of the specified un-operated rate.
- Metering Systems (Automatic Regulating Proportioning System) – Systematic metering units, increase the rate by 5% of the specified un-operated rate.
- Any other foam capabilities, such as eductor units which siphon foam into the hose system, or when the foam is dumped directly into the tank, will not receive any additional compensation.

### **Water Tank Baffles**

- The water tanks must be equipped with partitions that reduce the shifting of the water load.
- Water tenders shall have the water tank baffled in a manner that conforms to the NFPA
- Standards for Mobile Water Supply Apparatus, or the American Society of Mechanical Engineers
- Standards or other industry-accepted engineering standards.

### **Classifying**

When classifying water tenders, all of the requirements for both equipment and personnel must be met to be acceptable and must be certified (by signing the Emergency Equipment Rental Agreement, OF-294) by the FSO Fire Chief, or his/her designee, stating that both meet the minimum requirements. Equipment lacking this certification shall not be signed up. It shall be the FSO's responsibility to provide the certification/agreement prior to dispatch.

### **Standard Method of Hire**

Fully operated, daily rate

## **Inventory**

At the time of hire, the FSO shall provide a complete inventory of the firefighting complements on the vehicle. A copy of the inventory shall be provided to the inspector and the procurement unit each time the vehicle is hired or reassigned to an incident.

## **WATER TRUCKS (WTR)**

For purposes of clarification, the water truck (WTR) is intended for use in the following operations: dust abatement, water transfer and unloading into a port-a-tank or engine. Water trucks will not be used in direct suppression activities.

Water trucks shall have a spreader bar or equal capability that is capable of broadcasting an even spray.

## **Training Requirements**

There are no physical requirements. Standards for Survival (PMS 416-2) or equivalent.

## **Water Tank Baffles**

- The water tanks must be equipped with partitions that reduce the shifting of the water load.
- Water tenders shall have the water tank baffled in a manner that conforms to the NFPA
- Standards for Mobile Water Supply Apparatus, or the American Society of Mechanical Engineers
- Standards or other industry-accepted engineering standards.

## **Classifying**

When classifying water trucks, all of the requirements for both equipment and personnel must be met to be acceptable and must be certified (by signing the Emergency Equipment Rental Agreement, OF-294) by the FSO Fire Chief, or his/her designate, stating that both meet the minimum requirements. Equipment lacking this certification shall not be signed up. It shall be the FSO's responsibility to provide the certification/agreement prior to dispatch.

## **Standard Method of Hire**

Fully operated, daily rate

**WATER TENDER (WT) AND WATER TRUCK (WTR) CLASSIFICATION**

COMPONENTS	MINIMUM STANDARDS FOR WATER TENDER TYPE		
	1	2	3
Pump capacity (GPM)	300	200	200
Tank capacity (Gallons)	5000	2500	1000
Off Load capacity (GPM)	300	200	200
Maximum Refill Time (minutes)	30	20	15
Personnel			
Water Tender (WT)	1	1	1
Water Truck (WTR)	1	1	1
Drafting Capability or refill pump	Yes	Yes	Yes

### **ADDITIONAL REQUIREMENTS FOR WATER TENDERS (WT) AND WATER TRUCKS (WTR)**

1. Fully loaded water tenders (including operators and accessory equipment) must conform to manufacturer's gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limits, whichever is less. This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating.

Pre-season sign up will require the unit to be fully loaded, with the FSO providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight. An exception to the GVW requirements may be made for the Type 1 Tenders, designed for off-highway construction where the GVW is less than the GVWR.

2. Vehicles shall be configured in a manner that the center of gravity for the vehicle is within the design limits of the equipment.

### **MINIMUM REQUIRED COMPLEMENTS FOR WATER TENDERS**

- 1" nozzle – combination; fog/straight stream with 1 ½" NH to 1" NPSH reducer
- 20 ft. suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Spanner wrench, combination
- Hydrant wrench
- 2 adapters, 1 ½" NPSH female to 1 ½" NH male
- 2 adapters, ¼ turn to 1 ½" NH (1 female/1 male)
- 2 adapters, 1 ½" NH female to 1 ½" NPSH male
- 2 reducers, 2 ½" NH female to 1 ½" NH male
- 1 double male, 1 ½" NH
- 1 double female, 1 ½" NH
- 1 gated wye, 1 ½" NH
- 1 fire hose clamp
- 1 First Aid Kit
- Reflectors (1 set of 3)
- Fire extinguisher (5 BC or better)
- Wheel chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each – portable hand lights
- 1 each – 1500 gallon minimum portable collapsible tank
- 100 feet of 1 ½", cotton/synthetic hose NH thread
- 200 feet of 2 ½" with nozzle, cotton/synthetic hose, NH thread
- Discharge outlets: 2 each 1 ½" NH thread
- Discharge outlet: 1 each 2 ½" NH thread

## PORTABLE PUMPS

Class	Un-operated Daily Rate	Remarks
P1	\$130.00	Trailer-mounted low pressure/high volume pump producing a minimum volume of 500 GPM. Contractor provides intake and discharge hose
P2	\$ 60.00	Small low volume/high pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps
P3	\$ 35.00	Small low pressure/high volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

## VEHICLE & EQUIPMENT RATES

**Other Rates:** Use the Interagency Incident Business Management Handbook, Northern Rockies Coordinating Group or the Rocky Mountain/Great Basin Coordinating Group Supplements to Chapter 20, Acquisition, for all other equipment rental rates.

## FEDERAL EXCESS APPARATUS INFORMATION

Some Fire Service Organizations have on loan Federal Excess Personal Property (FEPP) equipment through the Volunteer Fire Assistance (VFA) program.

When signing up loaned equipment, use two-thirds (.666%) of the rate that best describes the equipment. The equipment rates are composed of an operating and depreciation component. The two-thirds rate is intended to cover operating expenses of the equipment. Since the title of FEPP equipment stays with the federal government, and depreciation is not an appropriate expense for the Fire Service Organization, the reduction in rate reflects the calculated depreciation amount for the equipment.

2005 FIRE SERVICE ORGANIZATION RATES					
<b>STRUCTURAL ENGINES</b>					
CLASS	UNOP DAILY RATE	UNOP HOURLY RATE	FULLY OP DAILY RATE	*FULLY OP HOURLY RATE	# PERSONS
E1	\$ 1,394	\$ 100	\$ 2,394	\$ 171	4
E2	\$ 1,291	\$ 92	\$ 2,041	\$ 146	3
<b>WILDLAND ENGINES</b>					
WE3	\$ 1,032	\$ 74	\$ 1,782	\$ 128	3
WE4	\$ 836	\$ 60	\$ 1,586	\$ 114	3
WE5	\$ 800	\$ 57	\$ 1,551	\$ 111	3
WE6	\$ 675	\$ 48	\$ 1,425	\$ 102	3
WE7	\$ 453	\$ 32	\$ 1,203	\$ 86	3
<b>WATER TENDERS (TACTICAL)</b>					
WT1	\$ 1,281	\$ 92	\$ 1,531	\$ 109	1
WT2	\$ 1,119	\$ 80	\$ 1,369	\$ 98	1
WT3	\$ 809	\$ 58	\$ 1,059	\$ 76	1
<b>WATER TRUCKS (NON-TACTICAL)</b>					
WTR1	\$ 993	\$ 71	\$ 1,243	\$ 89	1
WTR2	\$ 812	\$ 58	\$ 1,062	\$ 76	1
WTR3	\$ 630	\$ 45	\$ 880	\$ 63	1

2005 FIRE SERVICE ORGANIZATION RATES		
Engine and Tender rates were determined after a comparison study was done between geographic areas.		
<b>Two OPERATIONAL PERIODS</b>		
	FULLY OP DAILY RATE TWO OPERATIONAL PERIODS	UNOP DAILY RATE TWO OPERATIONAL PERIODS
E1	\$3,993	\$1,743
E2	\$3,301	\$1,614
WE3	\$2,978	\$1,290
WE4	\$2,733	\$1,045
WE5	\$2,689	\$1,000
WE6	\$2,531	\$ 844
WE7	\$2,254	\$ 566
WT1	\$2,164	\$1,601
WT2	\$1,961	\$1,399
WT3	\$1,574	\$1,011
WTR1	\$1,804	\$1,241
WTR2	\$1,578	\$1,015
WTR3	\$1,350	\$ 788

2005 FIRE SERVICE ORGANIZATION RATES					
<b>FEDERAL EXCESS EQUIPMENT</b>					
<b>STRUCTURAL ENGINES</b>					
CLASS	FED EX UNOP DAILY	FED EX UNOP HOURLY	**FED EX FULLY OP DAILY	**FED EX FULLY OP HOURLY	# PERSONS
E1	\$ 928	\$ 66	\$ 1,594	\$ 114	4
E2	\$ 860	\$ 61	\$ 1,359	\$ 97	3
<b>WILDLAND ENGINES</b>					
WE3	\$ 687	\$ 49	\$ 1,187	\$ 85	3
WE4	\$ 557	\$ 40	\$ 1,056	\$ 75	3
WE5	\$ 533	\$ 38	\$ 1,033	\$ 74	3
WE6	\$ 450	\$ 32	\$ 949	\$ 68	3
WE7	\$ 302	\$ 22	\$ 801	\$ 57	3
<b>WATER TENDERS (TACTICAL)</b>					
WT1	\$ 853	\$ 61	\$ 1,020	\$ 73	1
WT2	\$ 745	\$ 53	\$ 912	\$ 65	1
WT3	\$ 539	\$ 39	\$ 705	\$ 50	1
<b>WATER TRUCKS (NON-TACTICAL)</b>					
WTR1	\$ 661	\$ 47	\$ 828	\$ 59	1
WTR2	\$ 541	\$ 39	\$ 707	\$ 51	1
WTR3	\$ 420	\$ 30	\$ 586	\$ 42	1

## EMERGENCY EQUIPMENT RENTAL AGREEMENT

1. ORDERING OFFICE <i>(name and address)</i>  <b>MICA FIRE PROTECTION DISTRICT IDAHO DEPARTMENT OF LANDS 3706 INDUSTRIAL AVENUE COEUR D'ALENE, ID 83815</b>		NUMBER MUST APPEAR ON ALL PAPERS THIS AGREEMENT <b>EMENT NUMBER: IDL-220-XX-004</b>	
4. CONTRACTOR a. name and address  <b>HERSHEY VFD 375 FOAM LANE ANYWHERE, ID 80000</b>  b. EIN/SSN: <b>82-0032456789</b>		3. EFFECTIVE DATES a. beginning <b>04/01/XX</b> b. ending <b>12/31/XX</b>  5. POINT OF HIRE <i>(location when hired)</i>  <b>LOCATION AT TIME OF HIRE</b>	
C. telephone number (day)  <b>208-555-6124</b>	d. telephone number (night)  <b>208-555-6125</b>	6. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT  7. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
8. TYPE OF CONTRACTOR ("X" appropriate boxes) LI SMALL BUSINESS    LI LARGE BUSINESS    LI SMALL DISADVANTAGED OWNED    LI WOMEN OWNED    LI LABOR SURPLUS AREA    LI GOVERNMENT EMPLOYEE			
ITEM DESCRIPTION (include make, model, year, serial number and accessories)	10. NUMBER OF OPERATOR	11. WORK OR DAILY  A Rate      B Unit	12. SPECIAL  a. Rate      b. Unit
a. <b>WATER TENDER                      WT3 1977 INTERNATIONAL                      KB2439 ID #106620C0911</b>	<b>1</b>	<b>1008.00      DAY 1723.00      Shift 1                  DAY                  Shift 2</b>	<b>72.00      HR      N/A</b>
b. <b>WILDLAND ENGINE                      WE6 1987 FORD                      KB1234 ID #32146567</b>	<b>2</b>	<b>1036.00      DAY 1776.00      Shift 1                  DAY                  Shift 2</b>	<b>74.00      HR      N/A</b>
c.			
d.			
e.			
14. SPECIAL PROVISIONS  <b>FULLY OPERATED RATES. NUMBER OF PERSONNEL IS THE MINIMUM REQUIRED PER OPERATIONAL PERIOD. HOURLY RATE APPLIES TO FIRST AND LAST DAY, NOT TO EXCEED THE DAILY RATE. SUPPLEMENTAL TERMS AND CONDITIONS TO THE GENERAL CLAUSES, UNLESS OTHERWISE NOTED, ARE ATTACHED AND INCORPORATED HEREIN.</b>			
15. CONTRACTOR'S OR AUTHORIZED AGENTS SIGNATURE	16. DATE	17. CONTRACTING OFFICER'S SIGNATURE	18. DATE
19. PRINT NAME AND TITLE <b>JOE FIREFIGHTER, CAPTAIN</b>		20. PRINT NAME AND TITLE <b>GARY WARDEN, FIRE WARDEN</b>	

**SUPPLEMENTAL TERMS AND CONDITIONS TO GENERAL  
CLAUSES TO EMERGENCY EQUIPMENT RENTAL  
AGREEMENT, OF-294**

Clarification of the General Provisions to Emergency Equipment Rental Agreements (EERA), OF-294, the following supplemental provisions shall apply:

**NOTE:** Each Operational Period shall have a separate operator and crew. There will be no compensation for a second Operational Period unless a second operator and crew are available for the second Operational Period.

Equipment hired using daily rates will be worked and paid for on an "Operational Period basis" and not on an "hourly basis. **Fire Service Organizations will be paid hourly first and last days, not to exceed the daily rate.**

**PILOT/FLAG VEHICLE:** If law requires a pilot flag vehicle during transportation of heavy equipment, the government will reimburse the contractor upon submission of an invoice or receipt.

**FUEL TRUCKS:** No separate payment will be made for nursing trucks or required spill containment requirements.

CLAUSE 1. Applicable to engines and water tenders. Only certified equipment and personnel meeting the standards outlined in the FSO Rulebook, 2005 edition, shall be provided. Equipment provided shall at all times be configured and staffed to the standards. In addition, if water-handling apparatus meets the specification for multiple equipment classifications (such as WT1 and WTR1), Contracting Officers shall insert the following statement in Block 14, "Prior to the mobilization of equipment specified in Block 9, the Contractor shall ensure the accuracy of the class of equipment being requested (such as, WT1 or WTR1) for the assignment. Any discrepancies in the order will result in the lower equipment classification for payment purposes". Modify the wording to fit the equipment the EERA is being written for.

CLAUSE 6.3. Guarantee EXCEPTION: There is no guarantee for FSOs.

**Clause 6.4. Daily Rate EXCEPTION: Fire Service Organizations will be paid hourly first and last days, not to exceed the daily rate.**

**Note:** Clause 13 – all commercial motor vehicles must meet all DOT requirements. The regulations can be found at the following website:

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

CLAUSE 14. The agency or state with jurisdictional responsibility for the incident shall retain the responsibility and authority for resolution of claims and disputes. The responsible agency Contracting Officer shall become the successor Contracting Officer with authority to handle resolution of claims and disputes under this agreement for the incident.

CLAUSE 14 (a). The Service Contract Act Wage Determination referenced in Clause 14, 95-0221 (Rev.5), is **not applicable to FSOs**.

CLAUSE 15. When the Contracting Officer signing in Block 17 is a state employee, the agreement shall only be valid for incidents under the jurisdiction of that state, **with the exception of Fire Service Organizations (city/county/rural cooperator) that are administered by states in the geographic area**.

CLAUSE 19. Clauses incorporated by references in the General Clauses to Emergency Equipment Rental Agreement (EERA), OF-294, are deleted and replaced with the update for EERA OF-294.

This update includes Clause 52.213-4 Terms and Conditions – Simplified Acquisition (other than Commercial Items) (Dec. 2002). The clauses that are referenced in the “ADDITIONAL TERMS AND CONDITIONS APPLICABLE IF EQUIPMENT UNDER AGREEMENT CONFORMS WITH DEFINITIONS PROVIDED BELOW...” remain in full force and effect. They include:

52.208-4	Vehicle Lease Payments (APR 1984)
52.208-5	Condition of Lease Vehicles (APR 1984)
52.208-6	Marking of Lease Vehicles (APR 1984)

**The terms and conditions contained herein shall take precedence over any other agreement.**

Additional CLAUSE 20. Applicable to equipment hired by states of Montana or Idaho. For the purpose of this agreement, equipment shall be considered hired by the state, when a state has jurisdictional responsibility for the incident or when the state orders and makes payment for the equipment use.

- a. The contractor shall conform to existing laws, rules and regulations including those concerning civil rights, equal employment and minimum wage. At the time of hire, the contractor shall provide a current Certificate of Worker's Compensation Insurance.
- b. Processing claims and/or disputes shall be in accordance with the applicable state regulations and procedures.



# EMERGENCY EQUIPMENT SHIFT TICKET OF-297

Shift tickets must be completed at the end of each operational period. The Fire Service Organization and the person responsible for directing the work of the equipment are responsible to see that shift tickets are completed. **Any known defects or damage to equipment going on or off shift must be documented in the "Remarks" section.**

<b>E 16</b>				
EMERGENCY EQUIPMENT SHIFT TICKET				
<i>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</i>				
1. AGREEMENT NUMBER <b>IDL-220-XX-004</b>			2. CONTRACTOR (name) <b>HERSHEY VFD</b>	
3. INCIDENT OR PROJECT NAME <b>BIG ONE</b>		4. INCIDENT NUMBER <b>ID-POS-22010</b>		5. OPERATOR (name) <b>JOE FIREFIGHTER</b>
6. EQUIPMENT MAKE <b>WE6</b>		7. EQUIPMENT MODEL <b>1987 FORD</b>		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT
9. SERIAL NUMBER <b>ID #32146567</b>		10. LICENSE NUMBER <b>KB1234</b>		11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)
12. DATE MO/DAY/YR	13. EQUIPMENT USE			14. REMARKS (released, down time and cause, problems, etc.)
	START	STOP	HOURS/DAYS/MILES(circle one) WORK      SPECIAL	
<b>8/15/XX</b>	<b>0600</b>	<b>1800</b>	<b>12.0</b>	
<b>8/16/XX</b>	<b>0600</b>	<b>1800</b>	<b>12.0</b>	
<b>8/17/XX</b>	<b>0600</b>	<b>0730</b>	<b>1.5</b>	
				15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor
				16. INVOICE POSTED BY (Recorder's initials)
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE	
			19. DATE SIGNED	

NSN 7540-01-119-562850297-102

OPTIONAL FORM 297 (Rev. 7-90)  
USDA/USDI

PAGE 1 OF 1

NSN 7540-01-120-4062

# **PAY PLAN FOR EMERGENCY WORKERS**

## **CONDITIONS OF HIRE**

1. This pay plan applies only to those casual hires that are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other emergency.
2. Under no conditions may active members of the Armed Forces be hired.
3. Federal retirees may be hired under this plan without a reduction in pay (Comp. Gen. B-139682, June 19, 1959).
4. Casuals hired under this plan must meet minimum physical fitness standards and training requirements as established by agency policy.
5. Casuals in positions that require special certification or license (Emergency Medical Technicians, law enforcement, instructors, and so forth) must meet the requirements of the state where the incident and/or the hiring unit is located.
6. The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires employers to hire only individuals who are eligible to work in the United States. This law also requires that INS Form I-9 be completed within three business days of the appointment. Those units who establish and train organized crews should complete INS Form I-9 as soon as crews are organized to eliminate the need for verification at ongoing incidents. During ongoing incidents, Finance Officers are responsible for verifying the eligibility of any casuals hired on site. A copy of the social security card and driver's license must accompany the I-9.
7. The Agency Representative has the final authority to accept or reject any person hired under this plan.
8. To work under this plan requires a Social Security Number for United States citizens or an Individual Taxpayer Identification Number for non United States citizens. Furnish casuals a notice of mandatory Social Security Number disclosure at the time of hire.
9. The salary rate for each classification is the rate per hour to be paid for all the service required of the casual hire. For casual employees of the Idaho Department of Lands overtime compensation will be paid for service in excess of 160 hours in a period of 28 consecutive days (Idaho Code Section 67-5302).
10. The hiring period begins at the point and the time an individual is available for hire at the request of an Agency Representative. It ends at the time the casual hire is returned to the point of hire or is no longer available. At the discretion of the Agency Representative, casual hires may be paid at the demobilization site prior to travel back to the point of hire. In these instances, return travel shall be estimated and included in payment.
  - A. All hours worked under this Pay Plan must be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.
  - B. On-shift includes time spent in travel from and to the point of hire and related waiting time, other travel necessary for the performance of work, such as, from fire camp to fire-line, or between fire camps; ordered standby; and actual work. Off-shift includes:

1. Time allowed for sleeping and eating when personnel are free from assigned duty and;
  2. Other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of an Agency Representative, a casual hire is held in a specific location fully outfitted and ready for immediate assignment.
- C. Casual hires must be given enough on-shift time (travel, ordered standby, and actual work) to total 8 compensable hours for that calendar day. Do not use this 8-hour guarantee on the first and last day of work.
- D. Casual hires assigned to an incident at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable.
- E. The minimum compensable time allowance for each work period is 2 hours. Thereafter, compute time in multiples of 15 minutes.
- F. Casual hires who deviate from the normal travel route home are considered "no longer available" and are not entitled to travel time home nor transportation provided by the Government from the point the travel deviation occurs. The travel deviation must be documented and attached to the casual's original time record, OF-288 for use by the payment unit. This documentation shall also be made a part of the incident record.
11. All transportation required from point of hire until return to point of hire shall be at government expense. When a casual hire is released for cause, or quits without good reason before the emergency is over, pay shall be stopped at the time services are terminated; the Agency Representative may allow the casual hire return transportation at government expense to the point of hire.
12. Meal periods during which a casual is free of duty in connection with an assigned job are not considered compensable work time. In situations where a casual hire cannot be relieved from work and must remain at the post of duty, count a meal period as time worked for which compensation shall be allowed. Compensable meal breaks shall be documented on Crew Time Reports, SF-261.
13. When casual hires do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping or eating. Adequate food is defined as: meals ready to eat, sack lunches, military type rations, hot can or similar meals. Adequate lodging is described as: a sleeping bag, (paper or cloth), or a blanket or equivalent covering to provide protection from the elements for sleeping.
14. Whenever deemed practical and necessary by the Agency Representative, furnish subsistence and lodging at government expense for casual hires under this plan. If the government cannot provide subsistence for a casual, reimburse the out-of-pocket expenses for meals and lodging paid by a casual through the agency travel process as per diem, following current agency travel regulations.

15. Casuals under this pay plan are not entitled to earn or to be granted annual or sick leave, or to be covered under the Federal Employee's Group Life Insurance Act (5 U.S.C. 87), Civil Service Retirement Act (5 U.S.C. 83), Federal Employee's Retirement System (5 U.S.C. 84), Federal Insurance Contributions Act (26 U.S.C. 3121) (b)(6)(c), or the Federal Employee's Health Benefits Act (5 U.S.C. 89). However, they are covered by the provisions of the Federal Employee's Compensation Act (5 U.S.C. 81).

Under the provisions of 5 U.S.C. 8501, federal agencies do not report wages earned to State offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood or similar emergency are not considered as performing federal service for the purpose of reporting wages for unemployment compensation benefits. Casuals may furnish a statement of earnings to State Unemployment Offices on their own behalf.

16. Federal and state taxes shall be withheld from salary payments. Each emergency worker shall present IRS Form W-4 or W-5 at the time of hire. If the emergency worker fails to submit either form, taxes shall be withheld at the single with no exemption rate. IRS Form W-2 shall be issued to the emergency worker at the end of the year in which reported wages are earned. State taxes shall be withheld for the state in which the emergency worker is hired unless the emergency worker requests withholding for another state and submits the appropriate state forms.

**NOTE: Idaho Department of Lands casuals do not receive annual or sick leave, health benefits, retirement or life insurance. Taxes, however, are withheld from the individual's wages.**

All persons employed by the Idaho Department of Lands under this pay plan will sign a Memorandum of Understanding stating they will abide by the department's drug and alcohol free policy as a condition of employment. An Affirmative Action Survey and a Selective Service form must also be completed.

## **JOB DESCRIPTIONS**

### **CREW PERSON, FIRE CREW**

This position serves as a skilled crew member of a wildland fire suppression crew.

Moves dirt, chops brush, fells small trees, etc., to build fireline using hand tools such as an axe, Pulaski, shovel, McLeod, and power saws to control spreading wildland fire. Lays or directs hose in the use of water.

Cleans, reconditions and stores specialized tools and equipment.

Knowledge of standard forestry practices and techniques, including accepted fire suppression methods to be used in various types of fuels under a variety of conditions of weather and terrain.

Basic knowledge of fire behavior: causes of fire, influence of local wind, slope, and moisture and methods of extinguishing fire.

Skilled in the use of hand tools such as an axe, shovel, Pulaski, McLeod to build fireline and extinguish burning materials.

Knowledge of fire terminology to communicate with other crew members including use of two-way radio.

Knowledge of safety practices to prevent injury, or loss of life, and trained in the use of lifesaving equipment (fire shelters).

When instructed to build fireline, the employee normally will select the exact location after being told the general location, and will select tools and methods. Specific tasks, or sequence in which they are to be done, are readily apparent and require few choices be made.

Work will vary from that of a small fire that may be suppressed individually to acting as a member of a fire organization that involves several hundred people.

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, lifting, and frequently carrying objects weighing 50 pounds or more.

### **FIREFIGHTER, ENGINE CREWPERSON**

Serves as a crewperson on an engine. Operates pump by priming, starting, opening and closing valves required for drafting or transmitting water under pressure. Adjusts controls to maintain adequate and proper water pressure for delivery of water to a fire under different elevation lifts. Controls operation of engine so as to maintain proper temperature and speed for efficient operation of pump.

Must have a basic knowledge of fittings and connections for fire hose and pumps. Inspects, cleans and stows hose. Makes emergency repairs and adjustments of pump while in use.

Must have a basic fire suppression knowledge and training to build a fire line, extinguish burning materials, and "mop-up" controlled fire using hand tools and water.

Skilled in the use of hand tools such as an axe, shovel, Pulaski, McLeod, and power tools, including chainsaws, powered pumps and trenchers, to build fire line and extinguish burning materials.

Knowledge of fire terminology to communicate with other crew members, including use of two-way radio.

Knowledge of safety practices to prevent injury, or loss of life and trained in the use of lifesaving equipment (fire shelters).

Basic knowledge of fire engine operation and pumping mechanisms to ensure equipment is operated in a safe, efficient manner.

Must learn to control the engine operation and operate the complex pumping mechanisms and accessories to deliver water to a fire at proper pressure and quantity.

The work requires strenuous physical exertion for an extended period including walking, climbing, shoveling, chopping, throwing and lifting, frequently carries objects weighing over 50 pounds. Also requires manual dexterity to manipulate hand and foot operated truck and pumper mechanism.

### **SINGLE RESOURCE BOSS – ENGINE**

A Single Resource Boss - Engine is responsible for supervising and directing a fire suppression engine module.

**Critical Safety Responsibilities:** Obtain briefing from the Task Force/Strike Team Leader. Review assignments with subordinates and assign work tasks.

Review current and predicted weather conditions and brief subordinates of expected fire behavior. Ensure adequate communications with supervisor and subordinates.

Set up a backup chain of command to function when boss is absent. Keep supervisor informed of progress and any changes. Inform supervisor of problems with assigned resources. Brief subordinates on safety items including escape routes and safety zones.

**Other Duties:** Review Common Responsibilities.

Obtain necessary equipment and supplies. Provide for their welfare. Monitor work progress. Brief relief personnel on the line at end of shift. Advise them of any changes in observed fire behavior and any changes in conditions that could affect personnel safety. Return equipment and supplies to appropriate unit. Complete and turn in all time and use records on personnel and equipment. Maintain Unit Log (ICS Form 214). Turn time into Task Force/Strike Team Leader.

# EMERGENCY FIREFIGHTER PROCEDURES

## **Hiring Procedures**

Resources from Fire Service Organizations (FSO's) dispatched to incidents outside of their jurisdictional responsibility will be compensated under the following conditions:

**Un-operated:** Fire Service Organizations will be hired by the Idaho Department of Lands as Emergency Firefighters and will be employees of the State of Idaho during their incident assignment period. They will be covered by the Idaho Department of Lands Worker's Compensation Plan. This applies regardless of the agency (federal, state, or local) having jurisdictional responsibility for the incident.

**Operated:** This is the most common method of hire. Entities hired by this method are paid one rate for personnel and equipment. They are not considered state employees, and are responsible for providing their own Worker's Compensation and other benefits.

**Exceptions:** Fire Service Organizations with salaried employees, with equipment hired at the un-operated rate, will submit an invoice for personnel time. The Idaho Department of Lands will reimburse the FSO for actual payroll costs, including benefits, for resources assigned to an incident. No other administrative or backfill costs will be allowed.

## **Statement of Fire Cost**

For Fire Service Organizations, paperwork is processed through the IDL. The Incident Management Team, or local administrative office (federal or state) must complete the normal timekeeping functions for Fire Service Organizations while assigned to the incident.

The proper forms (EERA, OF-294; EFTR, OF-288; I-9; W-4; Selective Service; EEO/Affirmative Action and Drug Free) must be submitted to the dispatching IDL area office, which will forward the complete audited packet to the Bureau of Fire Management in Coeur d'Alene. See the supplement to Chapter 50 of the Interagency Incident Business Management Handbook for procedures to process emergency firefighters (casuals) paid under the AD Pay Plan. IDL will bill the responsible agency as per existing billing procedures for interagency support.

Area/district offices will prepare a Statement of Fire Costs for the Fire Service Organization and will forward it to the Bureau of Fire Management in Coeur d'Alene. Copies of time sheets, Travel Expense Vouchers and performance ratings must be attached.

## **Commissary**

Commissary privileges are authorized and the cost will be deducted from the individual's time sheet.



# INCIDENT CHECKLIST

Always keep available a copy of the rate book and this checklist.

## WHEN CALLED TO AN INCIDENT, QUESTIONS TO ASK:

1. What is my Resource Order Number and my Request Number? These numbers will be used to track your equipment to the incident, during the incident and when it is released.
2. Who is calling? Individual's name and agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location in which to report.
4. Who to report to? Name of individual or position title.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.

## UPON ARRIVAL AT LOCATION OF INCIDENT:

1. Have Resource Order Number and Request Number available.
2. At this time, you must give finance a copy of your Emergency Equipment Rental Agreement, OF-294. You must have this document so your equipment can be used and paid according to this agreement.
3. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have an authorized shift ticket for all hours of work to receive payment.
4. Be sure to have a Vehicle/Heavy Equipment Inspection done at this time and keep your copy. **DO NOT LOSE THIS.** If your equipment is damaged on the incident, you will need this document to verify the condition of your equipment prior to use on the incident.
5. A complete inventory list must be provided upon check-in. Equipment must meet minimums as outlined in the Fire Service Organization Rate Book.

## DURING INCIDENT:

1. Be sure a shift ticket is completed at the end of each operational period. A government official and the fire department representative, or his authorized agent, must sign each shift ticket. Shift tickets must be turned into finance daily.
2. Be sure to keep your copies of each shift ticket. **DO NOT LOSE THESE.** Your payment is based on the information recorded on these forms.

3. Supplies (fuel, oil) will be furnished by the using agency.
4. Claims for lost or damaged vehicles and equipment must be reported as soon as possible. Depending on the nature of the claim, appropriate forms must be filled out and submitted to the agency. Your supervisor and/or the Finance/Administration Section Chief can provide information.

**UPON RELEASE FROM THE INCIDENT:**

1. Be sure to have a release inspection and post-inventory performed on your equipment.
2. Emergency Equipment Shift Ticket is complete (a copy of all your time on the fire).
3. Emergency Equipment Use Invoice, OF-286, is completed and posted accurately and signed by a government official and the fire department representative or his authorized agent. **THIS IS YOUR PAYMENT DOCUMENT.** Be sure it is correct when you leave the incident.
4. Completed finance packages (agreements, inspections, shift tickets and emergency equipment use invoice) must be given to the Fire Service Organization for delivery to the appropriate Idaho Department of Lands Forest Protective District for payment.



**BUREAU OF FIRE MANAGEMENT**

3780 Industrial Avenue  
Coeur d'Alene, ID 83815  
208-769-1522  
208-769-1524

TO: Fire Service Organizations and Casual (AD) Employees

FROM: Jim Newton  
Fire Business Program Manager

DATE: June 7, 2005

SUBJECT: Fire Assignments – Per Diem, Medical information

When traveling to or from an incident or while at an incident where meals are not provided, the following applies:

**Meal Rates:**

**IN STATE:**

Breakfast	\$7.50	Lunch	\$10.50	Dinner	\$16.50	Full Day	30.00
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**OUT OF STATE**

Refer to the GSA website [www.gsa.gov](http://www.gsa.gov) and click on “per diem rates” for out of state per diem rates. If not listed on the website, the rate is \$31 for a full day and \$7.75 for breakfast, \$10.85 for lunch and \$17.05 for dinner. Partial days are 25% for breakfast, 35% for lunch, and 55% for dinner.

If you are required to pay for your motel (must be reasonable, low to medium or government rate if available) while at an incident, keep original receipts for reimbursement upon return. Get receipts for all expenses (except for meals) incurred that may be reimbursable (i.e., parking, laundry, tips, car rental, fuel).

The Idaho Department of Lands will assist you with the Travel Expense Voucher upon your return. Reimbursement will not be made without original receipts.

If injured or ill while on an incident, the incident will fill out the appropriate forms. In addition, a Notice of Injury and Claim for Benefits Form, IC-1, must be filled out. This form is for Idaho Workers' Compensation.

If you have questions regarding travel, pay, injuries, or other incident-related questions, you can contact the Bureau of Fire Management or any of the IDL offices listed on the next page.

## IDAHO DEPARTMENT OF LANDS

### **Fire Management Bureau**

Brian Shiplett, Chief, Bureau Fire Management  
Jim Newton, Fire Business Program Manager  
3780 Industrial Avenue.  
Coeur d'Alene, ID 83815  
208-769-1522 FAX 208-769-1524

### **Priest Lake Forest Protective District**

Dale Martin, Supervisor, Lands Resource Manager  
4053 Cavanaugh Bay Road  
Coolin, ID 83821  
208-443-2516 FAX 208-443-2162

### **Pend Oreille Lake Area Office**

Chris Remsen, Area Supervisor  
2250 Hwy 2 West  
Sandpoint, ID 83864  
208-263-5104 FAX 208-263-0724

### **Kootenai Valley Forest Protective District**

Eric Haase, Resource Manager, Fire  
Rt. 4 Box 4810  
Bonners Ferry, ID 83805  
208-267-5577 FAX 208-267-8301

### **Mica Forest Protective District**

Mike Denney, Area Supervisor  
3706 Industrial Ave. South  
Coeur d'Alene, ID 83815  
208-769-1577 FAX 208-769-1597

### **West St. Joe Forest Protective District**

Arlo Slack, Supervisor, Lands Resource Manager  
1806 Main Ave.  
St. Maries, ID 83861  
208-245-4551 FAX 208-245-4867

### **Cataldo Forest Protective District**

Gary Darrington, Resource Supervisor, Fire  
80 Hilltop Overpass Road  
Kingston, ID 83839  
208-682-4611 FAX 208-682-2991

### **Clearwater Area Office**

Bob McKnight, Area Supervisor  
10230 Hwy 12  
Orofino, ID 83544  
208-476-4587 FAX 208-476-7175

### **Craig Mountain Forest Protective District**

Thom Hawkins, Area Supervisor  
P.O. Box 68, 014 Lorahama  
Craigmont, ID 83523  
208-924-5571 FAX 208-924-5572

### **Maggie Creek Forest Protective District**

Dave Summers, Supervisor, Lands Resource Manager  
Rt. 2 Box 190  
913 3<sup>rd</sup> St.  
Kamiah, ID 83536  
208-935-2141 FAX 208-935-0905

### **Ponderosa Forest Protective District**

Roger Kechter, Supervisor, Lands Resource Manager  
3130 Hwy 3  
Deary, ID 83823  
208-877-1121 FAX 208-877-1122

### **Southwest Idaho Forest Protective District**

Kurt Houston, Supervisor, Lands Resource Manager  
8355 W. State St.  
Boise, ID 83703  
208-334-3488 FAX 208-853-6372

### **South Central Area Office**

Tim Duffner, Area Supervisor  
P.O. Box 149  
329 Washington St.  
Gooding, ID 83330  
208-934-5606 FAX 208-934-5362

### **Eastern Idaho Area Office**

Dennis Page, Lands Resource Supervisor  
3563 Ririe Highway  
Idaho Falls, ID 83401  
208-525-7167 FAX 208-525-7178

### **Clearwater-Potlatch Timber Protective Association**

Howard Weeks, Chief Fire Warden  
10250 Hwy 12  
Orofino, ID 83544  
208-476-5612 FAX 208-476-7218

### **Southern Idaho Timber Protective Association**

Mark Woods, Chief Fire Warden  
555 Deinhard Lane  
McCall, ID 83638  
208-634-2268 FAX 208-634-5117